

PUBLIC ADMINISTRATION

FULL SEMESTER (May, 2015)

(Year One/ English Section)

(Duration: 3 hours)

الرجاء قراءة التعليمات بدقة قبل البدء في الاجابة

1- ضع الاختيار الصحيح في الجزء المخصص في ورقة الاجابة (التظليل لكامل المربع و باللون الازرق فقط) لا تنس كتابة رقم النموذج اعلى صفحة الاختيارات (أي اجابات خارج ورقة النماذج لن يعتد بها)

2- لا بد من تسليم ورقة الاسئلة مع ورقة الاجابة.

MODEL (A)

- 1- **At Public sector, coordination is achieved through mutual adjustments.**
A-True B-False
- 2- **Public agencies do face competition of other firms as the private sector organisations would not do.**
A-True B-False
- 3- **Private administration is characterized by red-tape from which public administration is relatively free**
A-True B-False
- 4- **..... is the power to use force and to put people behind bars for implementing law.**
A- Power to regulate B-Power to coerce C-Pervasiveness D-Liberty E- None of the previous
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- 17- is the authority that one possesses because of one's personal traits and abilities
A-Traditional Authority B-Rational-legal Authority C- Informal Authority D-Formal Authority E- Charismatic Authority
- 18- All of the following are the general characteristics of bureaucracy except.....
A-Impersonality B- Liberty C-Hierarchy of authority D-Specialized division of labor E-Written rules and documents
- 19- is the authority that one inherits
A-Traditional Authority B-Rational-legal Authority C-Charismatic Authority D-Formal Authority E- Informal Authority
- 20- According to the bureaucracy theory, hierarchy should be based on the personal needs, not on tasks needs
A- False B- True
- 21- According to the bureaucracy theory, one can posses a mix of different authorities.
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- 23- The advantages of a bureaucratic structure include all the following exept.....
A- Providing rules for designing the hierarchy B- Increased integration C- Decreased costs of performance evaluation D- Reduced costs of monitoring subordinates A- Increased flexibility
- 24- Norms are written instructions that specify a series of actions intended to achieve a given end.
A- False B- True
- 25- bureaucratic structure = tall and centralized hierarchy
A- False B- True
- 26- According to Fayol's principles of management, methods of payment should be fair and give maximum satisfaction to employee and employer. This is the principle of.....
A- Remuneration B- Discipline C-Initiative D-Scalar chain E-Esprit de corps
- 27- According to Fayol's principles of management, keenness to work is the principle of.....
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A-Leadership B-Legitimate Power C-Punish Power D-Expert Power E- None of the previous
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A-True B-False

- 36- **Taxation, Non-tax revenues are the main components of**
 A- public finance B- Public revenue C-currency supply D- public household E- None of the previous
- 37- **..... is about controlling resources (material, human, financial, information.). It is also about distribution of resources**
 A- Politics B- Reward C-Power D-Expert Power E- Legitimate Power
- 38- **Most managers have a negative view toward politics and believe that politics will more often hurt than help an organization in achieving its goals.**
 A-True B-False
- 39- **Public revenue, Public Expenditure are the main components of**
 A- public finance B- public household C-currency supply D-Internal Control E- None of the previous
- 40- **Through government participates and contributes to the financial flows of the economy.**
 A- Public B- public household C- public finance D-Public revenue E- None of the previous
 Expenditure
- 41- **All of the following are the main functions of finance division except.....**
 A- Maintain B- Public debt C- The annual D-Putting the E- Finances of federal
 currency management budget statement Constitutional draft government
- 42- **The government can add to its outstanding debt with every budget .**
 A-True B-False
- 43- **Government can borrow both internally and externally**
 A-True B-False
- 44- **Private budget deficit can be only for limited time period as it can accumulate outstanding debt liabilities up to a certain amount**
 A-True B-False
- 45- **There is no technical restriction to the supply of money, that is how much currency supply should be added**
 A-True B-False
- 46- **linking the executives with superior subordinate -relationship with clear authority and responsibility is anof internal control**
 A-Administrative B- Hierarchical C- Annual D-Administrative E- None of the previous
 process order confidential Reports leadership
- 47- **.....is 'the sum total of constitutional, administrative and judicial rules by which the public officials may be held accountable for their official actions.**
 A-Politics B-Government C-Public D-Democracy E- None of the previous
 Administration
- 48- **According to Maslow's Hierarchy of Needs Theory, the affection, a sense of belonging, acceptance, and friendship are categorized under the.....**
 A-Physiological B-Safety needs C-Social needs D-Esteem need E-Self-actualization needs
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- 49- **According to Maslow's Hierarchy of Needs Theory, having challenging job, advancement, and achievement on work are categorized under the.....needs**
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 needs
- 50- **.....idea meant that those executing public programmes should be unbiased and provide services without discrimination.**
 A- value B- value extended C-value free D-equity value E- discrimination value
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- 51- **Budgetary system is one of the.....**
 A- Internal Control B- External control. C- Executive Control. D-value control. E-None of the previous.
- 52- **Administrative leadership is one of the.....**
 A- Internal Control. B- External control. C- Executive Control. D-value control. E-None of the previous.
- 53- **Policy-making is one of the.....**
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- 54- **Ethics specify sanctions when laws are broken.**
 A-True B-False
- 55- **..... are the moral standards used by individuals to structure their interactions with others.**
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- 56- **When Individuals believe that any help to the organization is acceptable even it harm others. They have.....**
 A- Outside pressure. B- Self-interest C-Lapses in personal ethics D-Individual ethics. E-None of the previous.
- 57- **Change creates threats without opportunities.**
 A-True B-False
- 58- **Formalization is one of thechange area**
 A- technology B- behaviour C- Structure D- People E-None of the previous.
- 59- **perceptions is one of thechanging area**
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- 60- **State of inertia happened when the force and the resistance for change are.....**
 A- differ B- equal
- 61- **.....argued that, Individuals compare their job inputs and outcomes with those of others and then respond to eliminate any inequities.**
 A- John Adams B-Herzberg C- Maslow D-Vroom E-Edwin Locke
- 62- **.....classified the job factors into two main categories. He called the first "hygiene"and the second 'motivators'.**
 A- John Adams B-Herzberg C- Maslow D-Vroom E-Edwin Locke
- 63- **The president is the head of the executive system.**
 A-True B-False
- 64- **For designing an ethical structure and control system we can useto encourage employees to inform about an organization's unethical actions**
 A-Whistle-blowing B-Rewarding system C-Downsizing D-Motivation E-Job satisfaction
- 65- **According to the Equity theory, the different choices for dealing with inequity, all of the following except.....**
 A-Change inputs B-Change outcomes C-change perceptions of self D- Change feedback E- Leave the field
- 66- **.....are the moral rules and values that a group of people uses to control the way they perform a task or use resources**
 A-Societal ethics B-Professional ethics C-Individual ethics
- 67- **.....as a main source of organizational ethics could be found in the unwritten norms and values that people use to interact with each other**
 A-Societal ethics B-Professional ethics C-Individual ethics
- 68- **..... can enhance the unethical behavior and can be developed as part of the upbringing and education**
 A-Money concerns B-Self-interest C-Outside pressure D-Lapses in personal ethics E-Family needs

With my best wishes

Dr.Sameh Matar

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- 20- According to the bureaucracy theory, hierarchy should be based on the personal needs, not on tasks needs
 A- False B- True
- 21- According to the bureaucracy theory, one can possess a mix of different authorities.
 A- False B- True
- 22- According to the bureaucracy theory, people's attitudes and beliefs play part in how the bureaucracy operates.
 A-True B-False
- 23- The advantages of a bureaucratic structure include all the following except.....
 A- Providing rules for designing the hierarchy B- Increased integration C- Decreased costs of performance evaluation D- Reduced costs of monitoring subordinates A- Increased flexibility
- 24- Norms are written instructions that specify a series of actions intended to achieve a given end.
 A- False B- True
- 25- bureaucratic structure = tall and centralized hierarchy
 A- False B- True
- 26- According to Fayol's principles of management, methods of payment should be fair and give maximum satisfaction to employee and employer. This is the principle of.....
 A- Remuneration B- Discipline C-Initiative D-Scalar chain E-Esprit de corps
- 27- According to Fayol's principles of management, keenness to work is the principle of.....
 A-Discipline B-Remuneration C-Initiative D-Scalar chain E-Esprit de corps
- 28- According to Fayol's principles of management, a place for everything and everything in its place is the principle of.....
 A-Stability of tenure B-Remuneration C-Centralization D- Discipline E- None of the previous
- 29- According to the classical school, the task of administration is.....
 A-Not technical but political. B-Not political but technical. C- Neither political nor technical. D- Political and technical. E- None of the previous
- 30- According to Chester Barnard, the three zones of employees are,,, and
 A-ZI,ZA,ZY B-ZA,ZR,ZD C- ZI,ZY,ZD D- ZA,ZI,ZR E-ZG,ZS,ZE
- 31- According to Chester Barnard, if employees managed correctly the zone ofwill turn into the zone of
 A- indifference, rejection B- Acceptance, indifference C- Acceptance, rejection D- indifference, Acceptance E- None of the previous
- 32- Conflict has always a negative effect on the organization.
 A-True B-False
- 33- All the following are the traditional functions of government, except.....
 A-Defence B-Maintenance of currency C-subsidization D-Maintain law and order E-Tax collection
- 34- It is the authority given by the organization to the formal management position a manager holds
 A-Leadership B-Legitimate Power C-Punish Power D-Expert Power E- None of the previous
- 35- Political behaviour arises in certain decision domain such as structural change and handling employee complaints.
 A-True B-False

- 36- **Taxation, Non-tax revenues are the main components of**
 A- public finance B- Public revenue C-currency supply D- public household E- None of the previous
- 37- **..... is about controlling resources (material, human, financial, information.). It is also about distribution of resources**
 A- Politics B- Reward C-Power D-Expert Power E- Legitimate Power
- 38- **Most managers have a negative view toward politics and believe that politics will more often hurt than help an organization in achieving its goals.**
 A-True B-False
- 39- **Public revenue, Public Expenditure are the main components of**
 A- public finance B- public household C-currency supply D-Internal Control E- None of the previous
- 40- **Through government participates and contributes to the financial flows of the economy.**
 A- Public Expenditure B- public household C- public finance D-Public revenue E- None of the previous
- 41- **All of the following are the main functions of finance division except.....**
 A- Maintain currency B- Public debt management C- The annual budget statement D-Putting the Constitutional draft E- Finances of federal government
- 42- **The government can add to its outstanding debt with every budget .**
 A-True B-False
- 43- **Government can borrow both internally and externally**
 A-True B-False
- 44- **Private budget deficit can be only for limited time period as it can accumulate outstanding debt liabilities up to a certain amount**
 A-True B-False
- 45- **There is no technical restriction to the supply of money, that is how much currency supply should be added**
 A-True B-False
- 46- **linking the executives with superior subordinate -relationship with clear authority and responsibility is anof internal control**
 A-Administrative process B- Hierarchical order C- Annual confidential Reports D-Administrative leadership E- None of the previous
- 47- **.....is 'the sum total of constitutional, administrative and judicial rules by which the public officials may be held accountable for their official actions.**
 A-Politics B-Government Administration C-Public Administration D-Democracy E- None of the previous
- 48- **According to Maslow's Hierarchy of Needs Theory, the affection, a sense of belonging, acceptance, and friendship are categorized under the.....**
 A-Physiological needs B-Safety needs C-Social needs D-Esteem need E-Self-actualization needs
- 49- **According to Maslow's Hierarchy of Needs Theory, having challenging job, advancement, and achievement on work are categorized under the.....needs**
 A-Physiological needs B-Safety needs C-Social needs D-Esteem need E-Self-actualization needs
- 50- **.....idea meant that those executing public programmes should be unbiased and provide services without discrimination.**
 A- value maximization B- value extended C-value free D-equity value E- discrimination value
- 51- **Budgetary system is one of the.....**
 A- Internal Control B- External control. C- Executive Control. D-value control. E-None of the previous.
- 52- **Administrative leadership is one of the.....**
 A- Internal Control. B- External control. C- Executive Control. D-value control. E-None of the previous.
- 53- **Policy-making is one of the.....**
 A- Internal Control. B- External control. C- Executive Control. D-value control. E-None of the previous.
- 54- **Ethics specify sanctions when laws are broken.**
 A-True B-False
- 55- **..... are the moral standards used by individuals to structure their interactions with others.**
 A- Internal Control. B- Professional ethics. C- Individual ethics. D- Societal ethics. E-None of the previous.

- 56- **When Individuals believe that any help to the organization is acceptable even it harm others. They have.....**
 A- Outside pressure. B- Self-interest C-Lapses in personal ethics D-Individual ethics. E-None of the previous.
- 57- **Change creates threats without opportunities.**
 A-True B-False
- 58- **Formalization is one of thechange area**
 A- technology B- behaviour C- Structure D- People E-None of the previous.
- 59- **perceptions is one of thechanging area**
 A- technology B- behaviour C- Structure D- People E-None of the previous.
- 60- **State of inertia happened when the force and the resistance for change are.....**
 A- differ B- equal
- 61- **.....argued that, Individuals compare their job inputs and outcomes with those of others and then respond to eliminate any inequities.**
 A- John Adams B-Herzberg C- Maslow D-Vroom E-Edwin Locke
- 62- **.....classified the job factors into two main categories. He called the first "hygiene"and the second 'motivators'.**
 A- John Adams B-Herzberg C- Maslow D-Vroom E-Edwin Locke
- 63- **The president is the head of the executive system.**
 A-True B-False
- 64- **For designing an ethical structure and control system we can useto encourage employees to inform about an organization's unethical actions**
 A-Whistle-blowing B-Rewarding system C-Downsizing D-Motivation E-Job satisfaction
- 65- **According to the Equity theory, the different choices for dealing with inequity, all of the following except.....**
 A-Change inputs B-Change outcomes C-change perceptions of self D- Change feedback E- Leave the field
- 66- **.....are the moral rules and values that a group of people uses to control the way they perform a task or use resources**
 A-Societal ethics B-Professional ethics C-Individual ethics
- 67- **.....as a main source of organizational ethics could be found in the unwritten norms and values that people use to interact with each other**
 A-Societal ethics B-Professional ethics C-Individual ethics
- 68- **..... can enhance the unethical behavior and can be developed as part of the upbringing and education**
 A-Money concerns B-Self-interest C-Outside pressure D-Lapses in personal ethics E-Family needs

With my best wishes

Dr.Sameh Matar